Courtesy Appointment Letter

Date

First Name Last Name

Street Address

City, State, and Zip Code

Dear First Name Last Name,

Upon the recommendation of the faculty and chair/director of the *Department/School Name* at the University of South Florida (USF), we are pleased to offer you an appointment as Courtesy *Position Title*. Courtesy faculty appointments are unpaid appointments for people outside of USF whose credentials warrant appointment as a member of the faculty and will participate in a meaningful way in one of their host unit’s programs. Courtesy faculty may participate in research, mentoring or teaching but a different status is required to be an instructor of record. Your appointment will commence on *Start Date* and end on *End Date*. There will be no compensation for the period of appointment and there is no tenure commitment on the part of USF. The appointment can be terminated earlier than stated above if desired by either party.

Note: It is up to the Chair/Director/Dean to determine whether and to what extent a background check or credentialing will be required. If the courtesy faculty member will be in contact with USF students on a recurring basis, the background checks will be necessary. The Chair/Director/Dean may also ask the candidate to provide credentialing information, particularly if serving on thesis/dissertation committees. If a courtesy faculty candidate will not serve on student committees and have no contact with students, neither statement 1 nor 2 below are necessary.

1. Please use this statement if the courtesy faculty candidate will be in contact with USF students on a recurring basis:

This offer is contingent upon the successful completion of satisfactory reference checks, and a criminal history background check, consistent with USF policies. Upon signing this letter, you will receive instructions on how to initiate your background check. If you do not initiate the background check in a timely manner or if the results have not been received before the above listed start date, then your start date will be revised. Please note, if the results of the background check and/or reference checks do not meet USF standards, this letter of offer may be revoked. You may review the USF [Criminal History Background Check Policy #0-615](https://usf.app.box.com/v/usfpolicy0-615" \o "Criminal History Background Check Policy #0-615 - PDF) (<https://usf.app.box.com/v/usfpolicy0-615>) and [Employment References Policy #0-616](https://usf.app.box.com/v/usfpolicy0-616) (https://usf.app.box.com/v/usfpolicy0-616) for further information.

1. Please also use this statement if the courtesy faculty candidate will serve on student thesis/dissertation committees or serve in a classroom:

As a condition of employment, you will need to meet USF’s faculty credentialing outlined in [USF Policy](https://usf.app.box.com/s/wx3aj082tw3hc6d6nhvbqp52yybxuj2f)

[#10-115, Faculty Credentials for Teaching Undergraduate and Graduate Courses](https://usf.app.box.com/s/wx3aj082tw3hc6d6nhvbqp52yybxuj2f). It would be appreciated if you would arrange for two official transcripts for all graduate coursework completed and certifying the highest level of degree to be sent to Name of Departmental/School Contact by Return Due Date. Final appointment will be subject to verification of your credentials. Consistent with University guidelines, qualifying experience and/or training may be substituted for the degree normally required for this appointment.

The University of South Florida is an equal opportunity employer. All employment decisions are made without regard to race, color, marital status, sex, religion, national origin, age, disability, sexual orientation, gender identity and expression, genetic information, or veteran’s status.

We are very excited about the prospect of you joining our team and the staff at USF! Go Bulls!

Sincerely,

Name , Chair/Director Date

Department/School Name

Name ,

Regional Vice Chancellor or

Campus Dean if applicable Date

Campus Name

Name , College Dean or Designee Date

College Name

**This offer will expire in ten days.**

**Please return a signed copy to** **Enter Name and Return Information (email address and/or fax number).**

Offer Acceptance Signature Date

First Name Last Name